

# Skilled Worker - Employer Information Form

New Brunswick Provincial Nominee Program



The employer must complete this form and return to the Applicant. Please print clearly. To learn more about the New Brunswick Provincial Nominee Program (NBPNP), visit [www.gnb.ca/immigration](http://www.gnb.ca/immigration).

## APPLICANT DETAILS

**Do not provide information for your immigration representative, consultant or lawyer in this section**

\_\_\_\_\_  
Name (Last, First, Middle)  Male  Female

\_\_\_\_\_  
Date of birth (dd,mm,yyyy)      Country of citizenship      Passport No.

\_\_\_\_\_  
Current **residential address**, including postal code (Do not use a third party address)

(\_\_\_\_\_)      (\_\_\_\_\_)      \_\_\_\_\_  
Telephone (daytime)      Telephone (evening)      Email

\_\_\_\_\_  
Job Title      NOC Code      Start Date (dd,mm,yyyy)

\_\_\_\_\_  
Supervisor      Business location

## EMPLOYER DETAILS

\_\_\_\_\_  
Company Name      Company Contact

\_\_\_\_\_  
Mailing Address, including postal code

\_\_\_\_\_  
Business Location, if different than mailing address

(\_\_\_\_\_)      \_\_\_\_\_      \_\_\_\_\_  
Telephone      Email      Website

\_\_\_\_\_  
Revenue Canada Taxation Number      Year Established      Number of Employees

\_\_\_\_\_  
New Brunswick Corporate Affairs Registry Reference Number

\_\_\_\_\_  
Company Description

## LABOUR STANDARDS

As an employer, you are obligated to abide by the standards set out in the New Brunswick Employment Standards Act, and if applicable, the terms of any collective agreement in place. For more information on New Brunswick Employment Standards visit [www.gnb.ca/labour](http://www.gnb.ca/labour). Please answer the following questions with respect to the Applicant. .

What is the industry standard wage for the occupation in your region? (Provide the source)	
How are the wages paid?	
What is the yearly salary?	
What is the hourly wage?	
What are the hours per week?	
How is overtime calculated?	
What are the meal periods?	
How do you manage statutory holidays?	
What is the annual leave?	
Does the Applicant receive family leave?	
What other benefits does the Applicant receive?	
Other	

**JOB REQUIREMENTS**

Provide details of the job requirements

Educational Requirements	
Language Requirements	
Certification Requirements	
Licensing Requirements	
Registration Requirements	
Collective Agreement	
Other	

**RECRUITMENT ACTIVITIES**

Is this a new position?       Yes, explain the reason       No, explain why it could not be filled

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Was the position advertised?       Locally       Nationally       No, explain why

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List the dates and attach copies of published advertisements

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How did you learn about the Applicant? Check the appropriate box. You may check more than one box.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Listing on NBJobs.ca         | <input type="checkbox"/> Immigration Representative | <input type="checkbox"/> Employment recruiter  |
| <input type="checkbox"/> Contacted by a family member | <input type="checkbox"/> Educational institution    | <input type="checkbox"/> Professional links    |
| <input type="checkbox"/> Other employees              | <input type="checkbox"/> Lawyer                     | <input type="checkbox"/> Other (specify below) |

If you used the services of an immigration representative or recruitment agency, complete the following:

<hr/>		<hr/>
Company name		Representative
<hr/>		
Mailing address, including postal code		
<hr/>		
(____)		
Telephone	Email	Website

When did you first contact the Applicant?

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When did you have your first face-to-face meeting with the Applicant?

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**THE NEW BRUNSWICK PROVINCIAL NOMINEE PROGRAM**

How did you learn about the NBNPN? Check the appropriate box(es).

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> NB promotional materials | <input type="checkbox"/> Immigration Representative | <input type="checkbox"/> Employer         |
| <input type="checkbox"/> NB promotional event     | <input type="checkbox"/> Advertisement              | <input type="checkbox"/> Family or friend |
| <input type="checkbox"/> Employment recruiter     | <input type="checkbox"/> Canadian Visa Office       | <input type="checkbox"/> Website          |
| <input type="checkbox"/> Educational institution  | <input type="checkbox"/> Other                      |   |

How many employees have you supported through the New Brunswick Provincial Nominee Program?

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How many of the employees you supported through the NBNPN are still employed with your company?

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**CONFIRMATION OF PERMANENT FULL TIME EMPLOYMENT**

The Applicant is expected to regularly work the standard number of hours fixed by the employer for employees in the Occupational Group in which they are employed. The job must not have a pre-determined end date.

Provide an up-to-date letter of reference, written on company letterhead and stamped with the company's official seal, including:

- the specific period of employment with the company including the positions held during the period of employment and the time spent in each position
- full details of main responsibilities in each position
- total annual salary plus benefits
- the signature of the immediate supervisor or the personnel officer of the company

**OTHER INFORMATION RELEVANT TO THE APPLICANT**

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**EMPLOYER DECLARATION**

I declare that the information given in this form is truthful, complete and correct. I understand the Applicant will be refused if I have intentionally misrepresented him/her or his/her role in the company.

I declare that the offer of employment does not conflict with any existing collective bargaining agreements and there is no labour dispute in progress at this time.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (dd,mm,yyyy)



**APPLICANT SIGNATURE**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (dd,mm,yyyy)

